

JOB DESCRIPTION

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| JOB TITLE: | Dental Nurse |
| BAND: | Band 4 |
| BASE: | Morecambe Dental Access Centre |
| RESPONSIBLE TO: | Senior Dental Nurse |
| ACCOUNTABLE TO: | Dental Service Manager |

INFECTION PREVENTION AND CONTROL:

The post holder must comply with all relevant policies, procedures and training on infection

prevention and control.

JOB SUMMARY: The post holder will be required to fulfil a comprehensive range of dental nursing duties within Community Dental Services (CDS). CDS appointed nurses will be based at a CDS clinic but may be required to work at other CDS locations within the service. There may be some cross over dental nurse cover between clinics when necessary to maintain efficient services.

DUTIES AND RESPONSIBILITIES

1. The reception and clerking work related to patients and carers. PDS situations will involve money handling of patient fees and use of appropriate software.
2. Answering the telephone, administering the appointments system and collecting clinical activity data.
3. Charting from the dentist's instructions and any other clerical work to facilitate
 - a) screenings at schools / training centres
 - b) epidemiological surveys or
 - c) other CDS activities.

4. The stock control of dental materials and other consumables.
5. To assist and chaperone the dentist at the chair-side during operative procedures including general anaesthesia and sedation situations.
6. The preparation of filling materials, impression materials, instruments, equipment and dressings etc.
7. The safe, careful processing of x-ray films and their storage with patient records, in line with health and safety regulations.
8. The care and minor maintenance of dental unit, chair, hand-pieces and other equipment.
9. The decontamination / sterilisation of instruments, cleaning of work surfaces in the clinical area and safe disposal of clinical waste in accordance with departmental cross infection control guidelines.
10. To assist the dentist in the event of domiciliary visits ensuring transport of necessary equipment/materials/records and safe disposal of any resultant clinical waste.
11. Daily testing of bench top autoclave. Monthly checks of resuscitation drug kit and emergency oxygen.
12. To update patient records following telephone conversations or visits to clinics ensuring that record keeping guidelines are followed.
13. To maintain all requirements related to the profession of dental nursing including CPD, registration and attendance at appropriate courses whether mandatory or elective.
14. Adhere to the General Dental Councils Code of Ethics for all professions complimentary to dentistry.
15. Be aware of and respond accordingly to the Trust policy where child protection issues are suspected.
16. Contribute to health promotion around dental issues and support initiatives in health promotion.

17. Participate in the annual appraisal process and the development and implementation of activities identified on the personal development plan.
18. Contribute to the clinical audit activities within the department through data collection and the implementation of action plans.

The above list of duties and responsibilities is not intended to be fully comprehensive and may be amended to take account of changing circumstances or requirements following consultation with the post holder.

Where necessary relevant training in the operation of new or unfamiliar equipment, software or procedures will be provided or arranged.

GENERAL REQUIREMENTS

1. Quality

Each member of staff is required to ensure that:

- a) The patient and customer is always put first;
- b) That in all issues, the patient/customer requirements are met and all staff contribute fully to achieving the Trust's corporate goals and objectives;
- c) That all staff hold themselves personally responsible for the quality of his/her work and therefore seek to attain the highest standards achievable within their knowledge, skills and resources available to them in furtherance of the Trust's Vision and in embedding the organisation's Values.

2. Confidentiality

Each member of the Trust's staff is responsible for ensuring the confidentiality of any information relating to patients and for complying with all the requirements of the Data Protection Act whilst carrying out the duties of the post. Any breaches in confidentiality will be dealt with by the Trust's Disciplinary Procedure and may result in dismissal.

3. Data Protection/Freedom of Information Acts

Carry out any requirements within the duties applicable to the Data Protection Act, 1998 and the Freedom of Information Act 2000.

4. Health and Safety

Each member of the Trust's staff is responsible for ensuring that they carry out the duties of their post in accordance with all appropriate Health and Safety legislation (Health & Safety At Work Act 1974), guidance and procedures and they do not, by any act or omission on their part, create a threat to the Health and Safety of any other person.

5. Equality & Diversity

It is the responsibility of all employees to support the Trust's vision of promoting a positive approach to diversity and equality of opportunity, to eliminate discrimination and disadvantage in service delivery and employment, and to manage, support or comply through the implementation of the Trust's Equality and Diversity Strategies and Policies.

6. Working Time Directive

You are required to comply with the regulations governing working time and to any locally agreed associated arrangements.

7. Harassment & Bullying

The Trust condemns all forms of harassment and bullying and is actively seeking to promote a work place where employees are treated with dignity, respect and without bias.

8. External Interests

Each member of the Trust's staff is responsible for ensuring that any external interest they have does not conflict with the duties of their posts and they must

disclose the external interest if this is likely to occur, or if they are in doubt about a possible conflict of interest.

9. Mandatory Training

Each member of the Trust's staff has a statutory obligation to attend mandatory training. It is the responsibility of each member of staff to ensure that they comply with this legal requirement.

9. Flexibility

This job description is intended to act as a flexible guide to the duties of the post and therefore will require revision in consultation with the post holder to reflect the changing requirements of the post, to enable the Trust to achieve its corporate goals and objectives.

10. Smoke-free Policy

In line with the Department of Health guidelines, the Trust operates a strict smoke-free policy.

10. Physical Effort

The role involves a combination of standing and sitting, escorting patients to and from the surgery and reception. At times there may be a requirement to travel between sites across the Fylde Coast.

11. Mental Effort

The nature of the job role requires concentration and accuracy, working closely with the dentist and anticipating what may be required. Attention to the different concerns and needs of different patients is ongoing, eg special care patients, nervous patients.

12. Working Conditions

In a clinical environment there is a variety of equipment, substances, smells and contact with bodily fluids. PPE is an important and essential part of the role and strict attention to infection control must be maintained.

13. Safeguarding

The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share its commitment.

Vigorous recruitment checks are carried out on successful applicants who will be required to undertake Enhanced Disclosure via the Criminal Records Bureau (CRB).